

From: [Entry Level Programs](#)
To: s22
Subject: OFFICIAL WELCOME to 2022 Graduate Program with the Department of Health [SEC=OFFICIAL]
Date: Monday, 7 February 2022 1:49:25 PM
Attachments: [department-of-health-organisational-chart.docx](#)
[department-of-health-operation-covid-shield-organisational-chart.pdf](#)
[image001.png](#)
[2022 Department of Health Graduate Program Induction Agenda.pdf](#)
s22 [State Office - 2022 Graduate Program - Duty Statement.DOCX](#)

Dear s22 ,

We are extremely excited to Officially Welcome you today to the 2022 Graduate Program!
We trust that you have met your Supervisor, received your laptop and arranged pass access to your relative building if required.

Please find attached some useful documents for your reference:

- Your Duty Statement
- **2022 Department of Health Graduate Program Induction week program schedule**
- Organisational chart
- COVID Shield Organisational chart

Below are some useful links that may be of interest to you:

- [Working from Home Effectively](#)
- [Mental Health Awareness](#)
- [Sleep and Our Health](#)
- [Maintaining Motivation](#)
- [Managing Stress](#)
- [Building Resilience](#)

If you have any questions please feel free to reach out to our team at any time.

HAPPY FIRST DAY

Employment Programs and Inclusion

s22

People, Communications and Parliamentary Division | Corporate Operations Group
Australian Government Department of Health

T: s22 | E: entrylevelprograms@health.gov.au

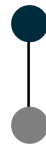


The Department of Health acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community.

We pay our respects to them and their cultures, and to elders both past and present.



Australian Government
Department of Health



Secretary
Dr Brendan Murphy

EA - s22
EO - s22



**The Hon
Greg Hunt MP**
Minister for Health
and Aged Care



**Senator the Hon
Richard Colbeck**
Minister for Senior Australians and
Aged Care Services and the
Minister for Sport



**The Hon
Dr David Gillespie MP**
Minister for Regional Health and Minister
Assisting the Minister for Trade and
Investment (Deputy Leader of the House)



**The Hon
David Coleman MP**
Assistant Minister to the Prime
Minister for Mental Health and
Suicide Prevention



Organisational Chart

Monday, 20 December 2021

Coordinator General
LTGEN

John Frewen

Deputy Coordinator General

Teena Blewitt

Chief of Staff

Ben Peoples

Program Policy
and Design

Lisa Schofield

Medical Policy &
ATAGI

Hope Peisley

Science &
Investment

Dr. Allison Jones A/g

COVID-19
Primary Care
Response

Dr. Lucas De Toca

Primary Care Policy
and Coordination

Carita Davis

Indigenous &
Remote

Sheryl Hedges

Primary Care
Implementation

Ben Sladic

Digital & Service
Design

Sam Peascod

Operations
Commander

Nick Henderson

Vaccine
Operations Centre

s22A/g

Vaccine Data

Perdi Mitchell

Strategic
Communications

Nigel Blunden

Stakeholder and
Government

Dave McNally

Disability and Aged
Care Workforce

Dr. James Hart

Commercial
Vaccination
Providers Branch

Yvette Sims

Disability Rollout

Anna Lutz

Priority
Implementation
Branch

Nick Henry

Strategic
Procurement
Branch

s22A/g

This document was released under the Freedom of Information A1 c1



2022 Department of Health Graduate Program

Induction Week

Please note – all times are for Canberra, please adjust for your location

This document was released under the Freedom of Information A1 c1



Monday 7 February 2022	
Time	Event
9.00am	Registration, equipment collection and meet your supervisor/team member (please refer to the attached Laptop/Pass schedule for your scheduled time)
12.00pm	Start navigating the Intranet and Webex
Tuesday 8 February 2022	
Time	Event
11.00am	Acknowledgement of Country and Official Opening <i>Robyn White, Assistant Secretary, People Branch</i>
11.30am	Introduction to the Department of Health and the Graduate Program <i>Entry Level Programs Team, People Branch</i>
12.30pm	Breakout session - get to know your cohort
12.45pm	Lunch
1.30pm	People Matters <i>Panel Members from the People Branch</i>
Wednesday 9 February 2022	
Time	Event
11.45am	Security <i>Security Areas of the Department</i>
12.15	Breakout Session <i>Get to know your cohort</i>
12.30	Lunch



2.30pm	Sponsor Address <i>Stefanie Janiec, Assistant Secretary, Compliance Enforcement and Professional Review Branch</i> <i>David Hicks, Assistant Secretary, Finance Branch</i>
Thursday 10 February 2022	
Time	Event
11.00am	Health Networks Pride Network <ul style="list-style-type: none">• Gender Equality Network• Culturally and Linguistically Diverse Network• Disability and Carers Network• National Aboriginal and Torres Strait Islander Staff Network
12.00pm	Community and Public Sector Union Optional event
Friday 11 February 2022	
Time	Event
11.00am	2021 Graduate Alumni Panel s22

This document was released under the Freedom of Information Act 1982



2022 Graduate Program Duty Statement

Position Details

Division	Service Delivery Division
Branch	SA/WA Branch
Section	Aged Care and Health Engmt SN
Location (Physical Address)	WA State Office s22
Contact Person (if Graduates have further questions about the role, team culture, etc.)	
Supervisor Name	
Position Number	

Role and Duties Overview

The following roles and duties are generic to your role as an APS3 Employee in the Public Service. **A detailed role description will be provided upon commencement of your employment.**

- Undertake specialist, procedural, clerical, administrative support or operational tasks including some basic research and analysis activities.
- May include public contact.
- Working under limited supervision and supporting lower level employees where applicable.
- Conducting research and providing advice to more senior staff.
- Having responsibility for planning own work goals and priorities that align with that of the team and Branch.